

DICTATION EXERCISES

SUPERIOR COURSE

(Perrault-Duployan)

For the use of the teachers, of the students, and of the stenographers who wish to acquire a thoro knowledge of the art.

These exercises have been prepared with great care especially for the Superior Course

— BY —

DENIS-R. PERRAULT

Prof. of Stenography at St. Mary's College, Couvent du Sacré-Cœur, at the Monument National, &c., &c.

EPHEMERIDES

DENIS-ROMULUS PERRAULT

Canadian representative of the Institut Sténographique, Paris, (1886).
 —Awarded a silver medal by the Institut Sténographique, Paris, (1889).—
 Canadian representative of the "Journal des Sténographes" (1890 à 1897).
 —Honorary Member of the Alliance Sténographique Mantaise, France, (1889).—Honorary Member of la Ligue Sténographique du Pensionnat Couvreur, Gondécourt, France, (1890).—Honorary Member of the Club Sténographique de la Concorde, Fribourg, Switzerland, (1890).—Organizer of the first sténographic exhibition in Canada, presided by His Grace Mgr. Fabre, Archbishop of Montreal, (1889).—Awarded Certificate with Honors, for stenography, by the Board of Civil Examiners, Ottawa (1889).
 —Founder, President and Professor of the Société Canadienne de Sténographie, Montreal, (1891).—Fodnder of the Cercle des Ecoliers Sténographes, St. Jacques School, Montreal, (1891).—Member of the Association of Volapuk, (1893).—Correspondent of the Bureau of Education, Sténographie and Ethnographic Section, Washington, D.-C., (1899).—Lecturer at the Pensionnat Mount St. Louis, Montreal, (1899).—Professor of stenography at St. Mary's College, Montreal, (1894-1896).—Awarded a Gold Medal by the President of the French Republic, (1896).—Also several other medals. Professor of stenography, public courses, Monument National, (1906-10).—Professor of French and English stenographic courses given in La Presse, (1907).—Professor of Stenography at the Sacred Heart Convent, Montreal, (1910).—Canadian Correspondent to several stenographic journals in France, Belgium and Switzerland.—Author of adaptations of stenography to English, Volapuk, Greek, Arab, Russian, Chinese, Iroquois, Montagnese, Algonquin, Hudson Bay and St. Maurice Indians, etc.

SECOND EDITION

MONTREAL—CANADA

MCMX

Entered according to Act of Parliament of Canada,
in the year one thousand nine hundred and seven,
by Denis R. Perrault, at the Department of Agri-
culture, Ottawa



CAUTION

IT HAS come to our notice that several institutions have, for their pupils, copied our books, notably "THE DICTATIONS." This, as can be readily understood, causes us a serious prejudice as it reduces our sale. For the last 25 years we have worked incessantly to perfect our system. Now that we have attained that end it is only just that we should reap our reward. In future we will prosecute all delinquents.



Every person who, without the consent of the author, translates or publishes in whole or in part any copy of this work is guilty of a misdemeanor, and shall be punished accordingly. 38 Vic., c. 88, s. 23.

Z
56
P454d
1910

Dictation Exercises

(SUPERIOR OR PROFESSIONAL COURSE)

For the use of teachers and stenographers who desire to attain a higher degree of proficiency in the art of recording speech.

Greater speed and ligibility are the characteristic traits of our system.

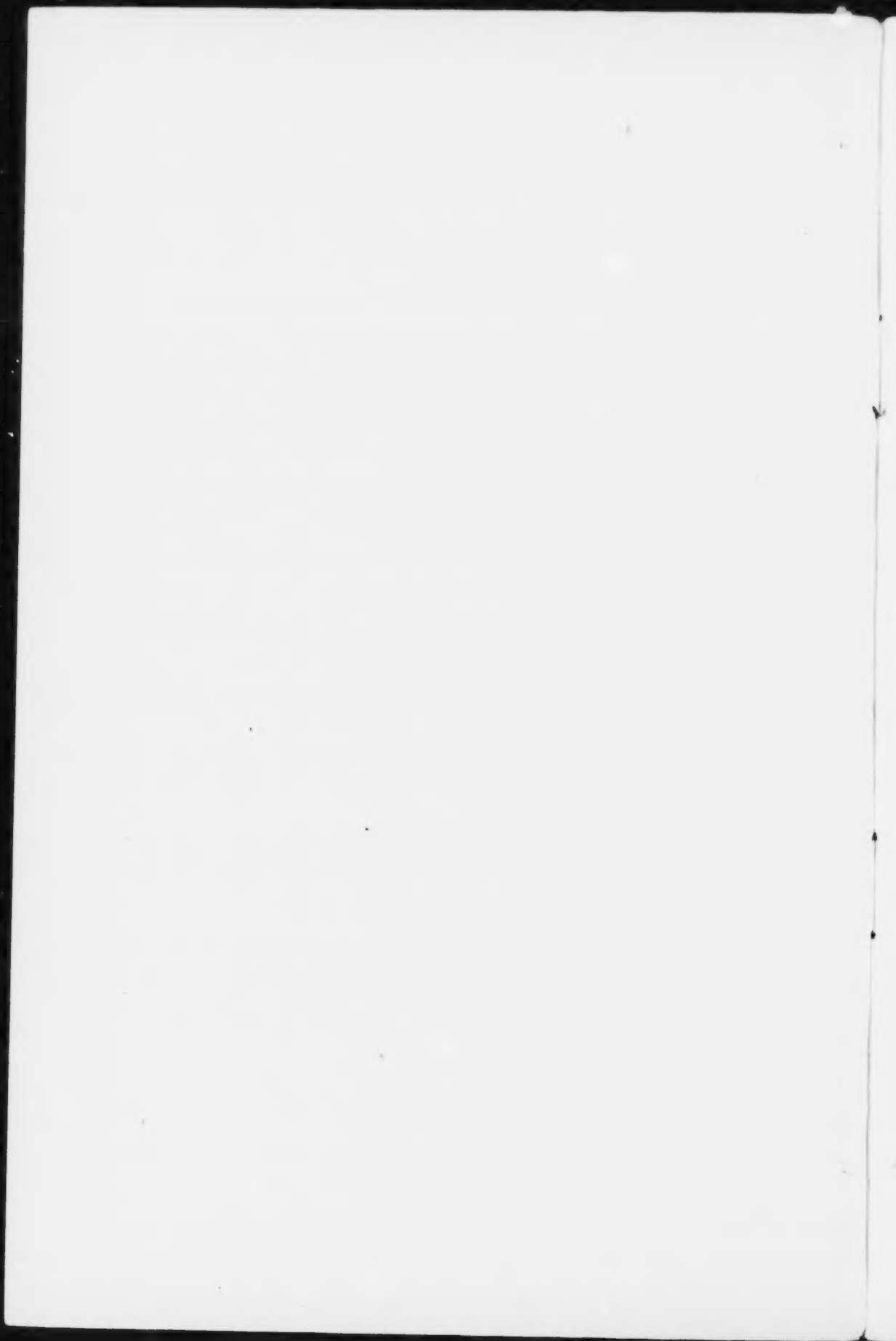
When the student has written an exercise he should first read it over, then compare it with our "Reading Exercises."

The hyphenated words should be joined. (See rule 13, Elementary Course).

The asterisks indicate abbreviations that are to be found in "Fifteen Hundred Abbreviations."

With the aid of our "Fifteen Hundred Abbreviations" the student can abbreviate a large number of the words found in these exercises.





WRITING EXERCISES.

The asterisks indicate abbreviations.

The hyphenated words should be joined.

I

A-boy had-a-ball and-a-bat. A-long boat and-a-barge are anchored at-a-wharf. I want-you to-stop a-little while here. Has-he arrived so soon? Your explanation is-too-vague. I-am too-busy to-leave now. That board is-so-long that I-will-not-be-able* to-put-it in there.

This-is-the box on-which you-will place the glasses. This-is-the cup in-which is your tea. Help me to-put-the cover on-the box. She-has-her hat on-her head. Your watch is-in-your pocket. In-her trunk she found a-gold ring in-a glove. These are too-large and-those too-narrow. And-which do-you-want-me to-lock in-that drawer?

I-did-not want-to-go on-that boat. You should-not sell that strap. Will-you-be home to-morrow? They-are-not ready to-leave. I-will let-you go-to-the store with-the boy. Would-you-not prefer to-call on-him? Some-of-the people are arriving. When-this-is finished you-may leave. This-is-not what I-want.

This-is smaller. The tailor repairs my coat. The mirror is broken. Real estate is dearer this year. The cellar is-too-damp. The sailor is-at-the top of-the mast. The scholar came back from school. The weather is clearer to-day. We-are nearer home now.

II

He-has surmounted all the obstacles he-met. A-boy has abstracted your watch. The doctor removed the abscess. The pulse is abnormal. I object to-that. His authority is absolute. They-are obdurate in-their decision. You-must observe absolute silence. They remove the obstructions from-the street. It-is obvious that-his intention are bad.

I-beleive that-they-will subscribe \$10.00. How many will-you substract? He-is teaching subversive doctrines. You-must use no substitute. The boat was almost submerged. The sub-dēacon has-just arrived. The thief was subdued after a-long struggle. Let-me have-the substance of-the sermon.

The army will advance. He-was admitted in-the hall. Give-him a-good advice. The advocate lost his case. The bold old man is cold. Fold the sheet of paper. I-sold the mould. That boy is so-bold. The adverb is-not appropriate in-this sentence.

III

This place is too-monotonous. The mutiny was suppressed. They-are chasing the boar. We-are going to-the matinee tomorrow. I-am studying anatomy. He-has always had-a-prejudice against him. His memory is prodigious. What method are-you teaching? They will reproduce the play next week. You-should retouch that stone. The locomotive covered ninety miles in-an hour. Your moustache is-too-long. I bought some fine cattle. Facing the house is-a high tree. The roses are fading. That air is-very melodious. His strength has redoubled.

We-have-a good opinion of-him. That boy is-very ingenious. The heliotrope is-a beautiful flower. He-has joined the militia. Can you-play the piano. No, but I-play the violin. He-was reengaged. The troops will reembark tomorrow. They will reexport that machine. Mix the creosote with-the sirup.

IV

This-is-a fragment of-the broken plate. They will augment the taxes. You-have lost some-of-your strength. This-is pigment color. The doctor met with-an accident, the occiput was fractured. The actor was applauded, when he appeared on-the stage. Will-you dictate me a-few phrases? He-will acknowledge his guilt. They-have actually enough money. I broke my spectacles.

My heart palpitates with joy. There was a-great multitude at-the review. See the old man home. We-have altered our plans. I-have left the city on-the 9th ultimo. Put some-of-this salve on-your lips. The almanac is now published. My boy recites the fable in-an-able manner. It-is-not possible* to-repair that table. He-made a-declaration that-he-did-not commit any defalcation. Walk in-the middle of-the road.

You-have-no option in-the matter. I-am going to-the ophthalmic hospital to undergo an optical operation. She-has-no aptitude for music. The optician repairs my binocle. I must melt some lead. Let-us see this beautiful work of art. The street is broad. Go-to-the drug store. I drove a-fast horse. Eat that piece of bread. Thread the needle with white silk. That celebrated horse broke all previous records. Your order for ten tons of coal was received to-day. Use a-more appropriate word.

V

Climb to-the top of-the ladder. Rub the lather over * your face. I-will call later. I mailed my letter to-day. That pill is-too-bitter. The leader of-the mob was killed. The gas meter does-not register correctly. The traitor was shot.

We-have-shipped all-the cattle. I-will take them all except this one. We-visited the cataract. They act slowly. Have-you packed my clothes. I-have tacked the board. It-is-a-fact that-he-had locked the door. I kept him. They-left late. Sign this draft. I-have wrapped my furs.

Did-you sign the deed of-the dead ? I-read the Bible. The debtor has-paid me. Deduct ten dollars from-that sum. You-must desist from annoying him. I-have decided to-leave to-night. That woman is-very modest. He-should not despair. They doubted of-his honesty. You-must-not disdain him because he-is poor. He lived in absolute destitution. I-make no distinction between the two. The eastern district of-the city is-a-large one. I-am indebted to-the extent of one thousand dollars. Do-you desire to-read this book. Give me your address. I-will call on-you. Are-you coming to-church with-me ? Please change seats. The judge gave his decision this morning. His memory is-very defective. I-have known that-man since a-good many years.

VI

What-do-you mean to-do ? Have-you manifested a-desire to-see him ? Wait a-moment. Are-you going to-receive communion ? He-is-a communist. I-spoke to-the Prime Minister. What a-beautiful monument. I-d-o-not fear his menaces. The examples are numerous. The reasons he evoked are manifold.

What-is-your name ? We-have known them for so-long. Your nomination is fixed for to-morrow. This-is-a-fine numismatic collection. Do-you know who-sent that anonymous letter ? Indeed, I know it-is her. I-have twenty bank bills of different denominations. A-denunciation was made against the thief.

We-made a house to house canvas. I-am doing that work day by day. Are they your sister and brother. The horse and the mare were sold this morning. We-have looked into every nook and corner. Where-you present* when he-gave him the cheque ? Yes, I was present* when he gave him the cheque. Would-you-know him ? No, I would-not know him.

VII

After-dinner or later in-the afternoon* we-will-go to-the park and afterwards we-will-go-to-mother's. His antecedents do-not recommend him. He conquered his antagonist. Do-not anticipate bad results from her antipathy. The captain* intends to-circumnavigate the world. The actions of-the stranger are circumspect. There are one thousand* voters in-that circumscription. What is-her cognomen? Will-you take cognizance of-these papers?

How much* did-they contribute to-the funds? This-is-a contravention to-the law. She-should-not contradict him. A-new contrivance has-been added to-that machine. He-makes use of too-many circumlocutions in-his speech. The orator will take part in-the controversy. The countertide will occur at noon. Do-not accept that bill, it-is-a counterfeit. Let-me give*-you the countersign. If-the conditions of-the countercharge are acceptable you might countersign the contract papers.

VIII

What do-you decide to-do? I-have-not yet taken any decision in-the matter. You-do-not deserve all those honors. Try to-describe the place you-visited. Despatch that letter without delay. The destruction was complete. Did-you discover the hiding place of-the fox?

The gun was accidentally discharged. What discount will-you allow me? Don't get discourage, you will succeed. That young man is-very discourteous. The troops disembarked here. This is-a commercial district. I-will distil some essence. He-was driven to-distraction thro-the death of-his wife. The child is sleeping, do-not disturb him.

I-have looked everywhere and-have-not found your chronometer. They call every other day. Everything is-in good order now. Has everyone eaten?

What-you-say is exact but somewhat exaggerated. The pear is excellent. Will-you exchange your money? He-was threatened with excommunication. I-will accept no excuse from-him. Go out and take some exercise. They exhort the crowd to-follow them. That metal will expand sensibly. I expect Rose at every moment. I-have succeeded to-some extend. They-are too extravagant. Do-not expose yourself. Will-you export watches this year?

IX

His enterprise has-been most successfull. On entering the hall the ex-Minister was loudly cheered. The front entrance is-now opened. His entrepidity is almost synonymous to-temerity. What interest do-you get on-your loan? The young lady was introduced to-the company. My letters will-not-be intercepted. They-will interchange civilities. There will-be a-short intermission. The commercial intercourses were most agreeable. I forbid him to enter.

The fore part of-the ship was destroyed. The foreman has-arrived. Forward the cases with haste. They-have a-good-deal more to-sell. You-will-have to-wait a-goodwhile yet. He-has-met with good luck.

Give*-me an-account of-the meeting held last night. The beauty of-that church is indescribable. He-picked indiscriminately the good and the bad apples. She-is-too indiscreet. Indiscipline prevails in-the camp. She-is indisposed against him. The light is-dim, the objects are very indistinct. He-is-a-very industrious young man.

X

Play that instrument. He-is inclined to-bad instincts. He-was well inspired, indeed. His parents instil evil sentiments in-that child's mind.

The orator has-a magnetic influence over* his hearers. Be

magnanimous towards that poor woman. He delivered a magniloquent lecture. I-think-that you magnify his qualities as-an orator. He-could-not mesmerize her. Did-you deliver my message? I miscalculated the distance. Be careful not-to misdate the letter. I-have misjudged him. The failure of-the establishment was due to mismanagement. I-made a-serious mistake. You misquote that writer. The difficulty arose thro a misunderstanding.

Give*-me that multiform piece of granite. Multiply these two sums. A multitude of children filled the hall. The out-cast was admitted in the almhouse. You-must use the outmost care. An outcry was heard in-the distance. Let-us all go out-side. The house has-a-very fine outward appearance.

XI

The water will overflow*. Have-you given an overdose* to-the dog? He-was overcome* with fatigue. Look overhead*. Walk fast if-you-want-to overtake* him. I overheard* his conversation. Take my overshoes*. I-have an overstock* of those goods. Do-not overwork* yourself; you-will-be too-tired if you continue making overtime*.

Are-you reconciled with him now? Please reconsider the matter over. He-was well recompensed for-his labors. Did-you recognize her when-you met-her? Endeavor to-recomfort her in-her grief.

You-must-be respectful towards your parents. These two girls are nine and twelve years of age respectively. He now respires with less difficulty. You-should-not restrict that child in-his amusements. This-is our resting place, sit-down. The oculist will surely restore his eyesight.

XII

The storm that was raging has subsided. He-can hardly subsist with-his salary. I-would suggest you to-begin your work over again*. There-is-no substance in-that material. Read

that subsection. You-must submit to-his authority. There-is sufficient water for-the cattle. The boys will now substract these two sums. Have-you-a surplus this month? The surface of-the table is-very smooth. Do-you know what her surname is? See the superintendent of-the company.

The city is undergoing a-great transformation. I-am going down town to-transact some important business. They-will tranship the goods. Transfuse carefully this mixture. You-will transfer him to another class. The vase is almost transparent. Two letters were transposed in-that word.

I-cannot understand him. I travel by-the underground railway. Will-you undertake that-task? You-must-not undersell these goods. Put-the shoes under the chair and-my rubbers under the shelf. I-don't like that meat, it-is underdone. He travelled undisguised.

XIII

That woman is most uninteresting in her conversation. The patient endures unintermitting pain. He spoke, uninterruptedly during two hours.

She journeyed unprotected. He-is-an unpractised doctor. My manuscript is-still unprinted. She-is-an unpromising young woman. He left his family unprovided for. The enterprise is unprodntive and unprofitable.

SUFFIXES

XIV

The boats will sail, the wind is-now favorable. A-formidable army is attacking the enemy. His works are inimitable. He speaks in monosyllables. This-is an admirable composition. His action is irremissible. The loss he-has suffered is irreparable. That article is-not recommandable. Enter these notes as bills receivable*.

His body was terribly mangled. He-was ably defended by his counsel. He-flatly refused to-work. He-has greatly magnified the importance-of-the assembly. The train travels rapidly. They repeatedly told him that-he-was notably absent minded. He-was sadly disappointed.

The draughter has finished his plans. We-shall thereafter continue our work. My daughter will leave after* me. The rafter should-be a-foot longer. What-is-the cause of-that laughter.

XV

I-am going to-the provincial, industrial and horticultural exposition. It-is quite rational to-proceed in-the manner you suggest. Will-you-have enough material to-finish your undertaking? The professor was offered a-preceptorial seat in-the university. She-is hysterical. Socialism is fortunately making no rapid strides in Canada.

I-do-not believe in spiritualism. He will deliver a-lecture on fraternalism and mutualism, and next week on modernism. Materialism is-an unsound doctrine. Do-you understand the mechanism of-that machine? The teacher should never show

any favoritism to his pupils. The patriotism of that man is really remarkable. Mysticism is the leading feature of that sect.

His irascibility is unbearable. His posterity is very large. That man is noted for his prosperity and liberality. Push the work with celerity and activity. His notoriety is world wide known. In spite of the brutality of his master, the slave has always given proof of absolute fidelity and submission. She is very much* liked on account of her affability and he, for his probity.

XVI

The probabilities are that the weather will be fine tomorrow. All possibilities of success are against him.

He showed sincere repentance. That man lives in opulence. The reference he made about you was rectified. In spite of her remonstrance he continues to smoke.

He holds a very lucrative position. These recuperative pills are highly recommended. The speaker was very* demonstrative. The manager has great administrative abilities. The child is in a talkative mood to-day. That writer uses several idiotisms. There are relatively few here. The medicine was effectively administered.

Have you made provisions for the winter? There is no relation between us. The proportion is not great. The physician was successful in his operation. I have made an addition to my house. She has a good notion of your capabilities. She loves her child to adoration. What concessions did you make to him? Adulations are always contemptible. The osculations gave no positive results. Several motions were made at the meetings. The bolts are of different dimensions. The decisions were all in her favor.

XVII

The interior and the exterior decorations of that house are gorgeous. Will you repair the inferior or the superior part of-

the ware-house? Was this anterior or posterior to the two last sessions.

Those buildings have a nice appearance exteriorly but interiorly they are in a most deplorable condition. The work was inferiorly executed. If properly done it ought to fit. She has a motherly love for that orphan. He has not attended his class latterly.

Be careful in all you do. That is a beautiful construction. Bring an armful of hardwood. His conduct is shameful. They all cheered when he received the joyful news. She walked gracefully and cheerfully with her powerful husband.

The usefulness of money has no bounds. He is inclined to forgetfulness.

The telegraph brings good news. I broke my phonograph. The mimeograph is a useful instrument.

I have an autograph of the Cardinal. Telegraphy, stenography and calligraphy are very useful sciences to-day. Dumas and pornography are synonyms.

XVIII

I have a beautiful lithographic reproduction of this painting. The telegraphic reports have not yet reached us.

The hall was artistically decorated. The pieces were scientifically arranged. It is geographically situated at the North.

He did not do this knowingly nor willingly. He said that laughingly. The story was wittingly told.

I received good tidings from home. Let me have a few of these things. The copings were removed. I broke the strings of my violin. Bring two brass rings and six steel springs to be used in the soundings of the river. The evenings are warm? The captain has lost his bearings.

Has she any aptitude for music? He deployed great fortitude at the moment of danger. He acted with such prompt-

titnde that-he saved all-the inmates of-the buildings which were a mass of fire. The multitude witnessed the rescue with admiration. After-that long journey I-was overcome with lassitude.

He-is heedless to-all we say. He-is-a heartless villain. Is-she-not a-frivolous woman? He-was faultlessly dressed. The child was miraculously saved. The man acted heartlessly on-that occasion. She-was jealously fond of him. His-thoughtlessness cost him his life.

XIX

That captain is renowned for his experience in seamanship. In workmanship he-has-no superior. Look at-this beautiful specimen of penmanship. His relationship is numerous.

What judgment did-the judge render? The establishment was ransacked by-the thieves. Let-me read that document. They-were struck with amazement. You-might occupy that compartment.

I-went myself.* I spoke to himself. Did-you-go yourself.* How did-she manage to-do all that work herself? You-are yourselves* to-blame. We-would rather keep-it for ourselves. Unless they call themselves* for-the tickets they shall-not have them.

It is proportionally small. The fruit was rationally devided. The sale is conditional. The missionaries bought two dictionaries. It-is quite discretionary with-you. The mother is-very affectionate. He was passionate with anger. The auctioneer sold a-quantity of springs for beds. The petitioner obtained the privilege he-was asking.

Mr. Milton H. Gardiner,

American Ice Machine Co., Raleigh, N. C.

Dear Sir* :

We are to-day in-receipt of-your favor of April 27, in-reference to-the items in our charge for setting up new stack, moving the stack now in use to its new location across the railroad*, and moving the iron column to its new position. In-reply, we beg leave to-say we-have carefully gone over the sixth* clause in our proposition of March 15 with a-view to-determine in-detail the precise cost of these items. The charge now appears to-have-been more* than it-should-have-been. By doing the work ourselves* and shipping by boat instead of railway* it-will cost us only \$480 instead of \$510, the price which-was first placed upon it. The difference, as-you-will remark, is really very* small, and we-wish it-were larger, but such as it-is, we-will give*-you the full advantage* of-it, and will do work of the highest quality at this price, making a-total for-the whole job of \$1050. We can make no allowance for the boiler, as it-is now commercially valueless.

We believe this proposal will-be satisfactory* to-you, and unless* we hear from-you by telegraph on Thursday in relation to it, we-shall go ahead with-the work as previously determined upon.

Yours truly,

Hon. Walter F. McDougall,
San Francisco, Cal.

Dear Sir* :

I-have-your favor of-the 14th in-respect to-the schedule of business for the North American Insurance Company. In-response, I assure-you I-will-do my best to-secure the renewal of every* risk in-the list, and I hope I-may-be successful. I notice you-give*-me a-list for November* and December* only. I-think it-would-be well for-you to-furnish me with a-list from-the first



of January*, so I may learn just what is-to-be done and-have* plenty of-time to-work it-up, as I feel every* confidence we can obtain the renewal of most* of-this business, perhaps all of-it, if proper attention is given* to it. Mr. Studam is working on it now with characteristic energy, and it-is my determination to-follow it-up personally.

I fail to-grasp the meaning of-the last paragraph of-your communication, which says: "We-wish no attention to-be paid to-the claims of any person upon it." Please inform me just what-you-mean by this. I know most* of-the brokers who place these risks, and, as-I remarked before, I believe there should-be no real difficulty in securing every* risk on-the list.

I am much* pleased to-see the remarkable increase in-the year's business as-a whole. I think it-is safe to-say no other agency in America can show a-like growth in-the same-time.

Yours truly,

ENGLISH AND FRENCH

Stenography

TAUHT BY CORRESPONDENCE

SUCCESS GUARANTEED

We have formed more Court Official Stenographers,
lay and lay religious teachers than all the
other colleges combined.

ELEMENTARY AND SUPERIOR DIPLOMAS GRANTED

Prospectus sent on application.



PERRAULT'S STENOGRAPHIC INSTITUTE

PROF. DENIS R. PERRAULT, PRINCIPAL
MONTREAL